Workers in community organizations

Facts about COVID-19

- **Main symptoms:** Fever, cough and difficulty breathing. The sicker a person is, the greater the possibility is that he or she will spread the virus. A person who has mild symptoms can spread the virus, but this is much less common.
- **Severe symptoms:** Older adults (over 65 years) and people with chronic diseases or whose immune systems are weak are the ones who are more likely to develop severe symptoms.
- **Mild symptoms:** Children and adolescents are less affected by COVID-19 and their symptoms are milder, but they can spread the disease to more vulnerable people without knowing it.
- **Transmission:** The virus spreads through droplets projected in the air when an infected person talks, coughs or sneezes. The virus can also be on the hands or in stools of people who are sick, and on objects onto which droplets might have fallen (tissues, doorknobs, clothes).
- **Situation in Québec:** [quebec.ca/coronavirus](https://quebec.ca/coronavirus)
- **Information and tools for health professionals** in Montréal: [santemontreal.ca/coronavirus2019-ncov](https://santemontreal.ca/coronavirus2019-ncov)

For all workers

The risk of transmission in community organizations remains low. However, it is essential to prepare and put in place measures to reduce the risk and to protect yourselves, if the situation changes. Those measures can also effectively prevent other respiratory illnesses such as the flu.

Staff and volunteers in community organizations must

- be free of cold or flu symptoms,
- not have returned from travel within the past 14 days,
- apply respiratory hygiene measures (cough in the elbow or in a tissue that is thrown out right away, and then wash their hands),
- wash their hands often with soap and water for at least 20 seconds.

Staff members and volunteers who have symptoms must not participate in activities, and must call **514-644-4545** (Government of Québec’s COVID-19 information line).
Protect yourself at work
- Keep a distance of 2 metres from other people.
- Wash your hands often with soap and water, for at least 20 seconds.
- Cough and sneeze into your elbow.
- Avoid touching your face.
- Throw away your tissues.
- Clean and disinfect your workspace often: surfaces frequently touched (doorknobs, counters, storage units, etc.), bathroom and toilet.
  If there is frequent, repeated contact with clients:
  - Visibly soiled surfaces must be cleaned and then disinfected.
  - Surfaces that are often touched (tables, counters, doorknobs, faucets, toilets, telephones, keyboards, computer accessories, etc.) should be cleaned and disinfected often, ideally twice a day.
  - Disinfecting products or single-use disinfectant wipes should be used according to the instructions on the package (concentration, dilution, contact time, rinsing if required, etc.)

Protect yourself on public transportation
- The Québec Government recommends that you adjust public transit travel times to avoid crowds during rush hour, if possible.
- Wash your hands when you get to your destination or as soon as possible.
- Transit commissions have increased maintenance of vehicles and installations.

Masks
- Masks are not an effective protective measure for the general population.
- Their use is recommended for people who are sick and individuals providing care (less than 2 metres apart).
- Listen to Québec’s Director of Public Health Dr. Arruda’s message about wearing masks.

Protect your family and friends
- Apply the same hygiene measures at home (handwashing, cleaning frequently touched surfaces, etc.)
- If you, a family member or friend develop symptoms, stay home, don’t go to work and call the help line at 514-644-4545 (toll free).

For detailed information, go to https://www.inspq.qc.ca/covid-19/sante-au-travail

2020-03-24. These recommendations are consistent with the guidelines issued by the Public Health Agency of Canada and Ministère de la Santé et des Services sociaux du Québec.